

TREASURY OFFSET PROGRAM (TOP)

The Financial Services Center (FSC), Financial Accounting Service (FAS), Accounting, Reconciliation & Reports Division (ARRD) will record a transaction (OS-15) in the Financial Management System (FMS), which notifies field facilities when one of their payments has been offset by TOP.

The FMS **OS-15** transaction records a zero dollar amount to Standard General Ledger accounts 99D1 and 99D2 and reference the payment obligation.

Additionally, the transaction is reflected on field facilities' daily Accepted Document Listing (RGSADLV – F829) and on FMS research tables (DXRF, PVHT/PVLT, GLDB). Since the OS-15 records a zero dollar amount, the offset amount and agency information is reflected in the invoice number field of the transaction. For example, VENDOR INV: TOP- \$300.00 – IRS.

In some cases, the TOP offset may affect several payments to a vendor on the same day. In that case, the OS-15 is recorded to one payment/obligation and the total amount of the offset reflected in the invoice number field. The OS document number reflects the same document number, which was offset by TOP.

Report Description

The FMS Helpdesk Section downloads the FMS Treasury Offset Program Offset Activity Report and sends it to ARRD no later than 8:30 a.m. The report has the Report Summary Information, which contains the Retrieval Arguments and Total and Item Counts. The report also contains the following information:

- Payment Date
- Schedule Number**
- Debtor TIN
- Payment Amount
- Offset Amount
- Payee Name = to Debtor Last Name, First Name, Initial
- Creditor Agency ID
- Agency Site Id
- Agency Debt Number

Use the information on the report to research FMS to find the payment associated with the offset, which is used to record the OS document.

** The last three digits of the schedule number determine the Schedule Cat and Schedule Type for the TSCL table in FMS.

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Crosswalks

Last three Digits	Schedule Cat	Schedule Type
101	A	M
201	A	T
301	C	M
401	T	M
402	T	M
501	T	T

Before researching in FMS, convert the "Creditor Agency ID" code to the "Creditor Agency Abbreviation". Use the following list for the abbreviations:

Creditor Agency Id	Agency Abrv	Creditor Agency Name
01	HHS	Dept of Health & Human Services, Office of Child Support Enforcement
02	HHS	Dept of Health & Human Services, Office of Child Support Enforcement?
03	HHS	Dept of Health & Human Services, Program Support Center
04	VA	Department of Veterans Affairs, Debt Management Center
05	DOE	U. S. Department of Education
06	SBA	Small Business Administration
07	HUD	Dept of Housing & Urban Development
08	USDA	USDA Rural Development
09	DOJ	United States Department of Justice
12	DFAS	Defense Finance and Accounting Service
15	AAFES	Army & Air Force Exchange Service
17	NX	Navy Exchange Service Command
27	SSA	Social Security Administration
28	USDA	USDA, Food and Nutrition Service

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33	TREAS	Financial Management Service, Department of Treasury
46	USDA	USDA, Farm Service Agency, Kansas City Management Office
47	USDA	USDA, – National Finance Center
51	IRS	Internal Revenue Service
79	AAFES	Army and Air Force Exchange Service
99	FIRB	Financial Information Reclamation Branch

Research in FMS

Use tables in FMS to research the document and reference document or costing information to record the TOP offset. The FMS tables are:

- Treasury Schedule Control Line Inquiry Screen (TSCL)
- Document Cross Reference Inquiry Screen (DXRF)
- Vendor Name Inquiry Screen (VNAM)
- Vendor Reference Data Screen (VEND)
- Voucher Line Inquiry Screen (PVLIT)

Following are the instructions to research the information in FMS:

- Leaf to the “TSCL” table in FMS.
- Type an “N” in the “ACTION” field.
- Hit the “Enter” key to clear the screen.
- An “S” should appear in the “ACTION” field.
- Type the 2-digit fiscal year in the “FY” field.
- The cursor should tab to the next input field.
- Using the Schedule Cat/Schedule Type crosswalk, locate the alpha character for the Schedule Cat corresponding to the last three digits of the schedule number from the report.
- Type the alpha character in the “Schedule Cat” field.
- The cursor should tab to the next input field.
- Using the Schedule Cat/Schedule Type crosswalk, locate the alpha character for the Schedule Type corresponding to the last three digits of the schedule number from the report.
- Type the alpha character in the “Schedule Type” field.
- The cursor should tab to the next input field.
- Type the numeric characters of the schedule number from the report in the “Schedule Number” field.
- Tab to the field below the “Vendor Code” field title.
- Type the Debtor’s TIN in the “Vendor Code” field.

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- Hit the “Enter” key.

The information corresponding to the vendor code will be displayed on the screen. Following are the instructions of data to annotate on the report from the screen:

- If a suffix to the vendor code appears, annotate it on the report by the debtor’s TIN.
- Verify that the “Payment Amount” on the “TSCL” table is the same or totals the Payment Amount on the report. NOTE: The total Payment Amount on the report may be comprised of several payments on the “TSCL” table.
- Annotate on the report the “TC” and the “Number” displayed on the “TSCL” table. NOTE: If the “Payment Amount” on the “TSCL” table is comprised of several payments, annotate only the first “TC” and “Number” that appear on the “TSCL” table.

The next step is to find the reference document corresponding to the “TC” and “Number.” Following are the instructions:

- Tab to the “Action” field and type an “L”.
- Tab to the “Tableid” field and type “DXRF”.
- Tab to the first “TC” and “Number” field corresponding to the information on the report.
- Hit the “Enter” key.

This action will display the reference document on the “DXRF” table corresponding to the information on the “TSCL” table. This will only work the first time you leaf to the “DXRF” table. The next time you leaf to the “DXRF” table, you will have to hit the “Enter” key again for the reference document number to appear.

Annotate the reference document number on the report under the TC and Number.

To return to the “TSCL” table:

- Type in a “B” in the “Action” field. Your cursor should already be on the “Action” field, if not hit the “Home” key.
- Hit the “Enter” key.

This action will return you to the “TSCL” table to proceed with the research.

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Research Problems

Two problems may occur while attempting your research. One, the Debtor TIN you type in the "Vendor Code" field may not bring up the correct information and two, there may not be a reference document.

To resolve the first problem, follow these instructions. If the Debtor TIN you typed in the "Vendor Code" field does not bring up the correct information, the Payee Name has a different Vendor Code associated with it.

- Leaf to the "VNAM" table.
- Type the Payee Name in the "Name" Field.
- Hit the "Enter" key.

The screen will display records, which correspond to the Payee's Name. Verify the correct record by checking the "Name" and "SSN/TX" fields. Check the date in the "Last Pmt" field. If the date is current, use the number in the "VEND" field as the "Vendor Code." Leaf back to the "TSCL" table and continue your research.

To resolve the second problem, follow these instructions. If no reference document appears on the "DXRF" table, costing information instead of a reference document was used. To obtain the costing information:

- Leaf to the "PVLT" table.
- Type an "N" in the "Action" field.
- Hit the "Enter" key to clear the screen.
- An "S" should appear in the "Action" field.
- Tab to the "Vendor Code" field.
- Type in the "Vendor Code".
- Tab to the "Trans Code" field.
- Type in the "TC".
- The cursor should tab to the "Voucher No" field.
- Type in the "Number".
- Hit the "Enter" key.

The screen will display the document. Costing information may be displayed in the following fields:

- BFYS
- FUND
- STATION/SAT
- FCP/PRJ
- COST CTR/SUB
- BOC/SUB

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Annotate the costing information on the report. NOTE: All fields may not be used. Leaf to the "TSCL" table and continue your research. Once you have completed all your research, you are ready to record the OS document in FMS.

Recording the OS Document

The TOP offset is recorded in FMS as an "OS" document. You can leaf into an "OS" document from any screen in FMS by following the instructions below:

- Type an "L" in the "Action" field.
- Tab to "Tableid" field.
- Type "OS" in the "Tableid" field and delete any other characters in that field.
- Hit the "Enter" key, which will display the "OS" input screen.
- The "Command" field should have the word "NEW".
- Tab. The cursor should be on the "O" in the "DOCID" field.
- Tab again.
- Type in "04".
- Tab.
- Type in the "Number" you annotated on the report from the "TSCL" table.
- Hit the "Enter" key.
- Your cursor should be in the "Trans Type" field.
- Type in "15".
- Tab to the "Vendor Code" field.
- Type in the Debtor TIN or the Vendor Code if different from the Debtor TIN.
- Tab to the "Doc Total" field.
- Type in "0.00".
- Tab to the "Line" field.
- Type in "001".
- The cursor should tab to the "Ref Doc" field.
- Type in the reference document you annotated on the report from "DXRF", if applicable.
- Tab to "Ref Line" field.
- Type in "001".
- The cursor should tab to the "Accp/Del Date" field.
- Type in the "Start Date" located on the report in the "Report Summary Information" section. NOTE: This date will also be used as the "Inv Date" and the "Log Date".
- The cursor should tab to the "Vendor Inv" field.
- Type in "TOP", space, the "Offset Amount", space, and the "Agency Abrv".
- Tab to the "Inv Date" field.
- Type in the "Start Date" again.
- The cursor should tab to the "Log Date" field.
- Type in the "Start Date" again.
- The cursor should tab to the "Line Amount" field.
- Type in "0.00".

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If your research indicated that costing was used instead of a reference document, tab to the required fields and type in the applicable costing.

Once all the required fields are filled, your document is ready to be accepted.

- Hit the "Home" key to get back to the "Command" field.
- Type an "E" to edit your document. Any warnings or error codes will appear at the bottom of the screen.

Overrideable error codes may be overridden by typing an "O" in the "Command" field.

- Type an "R" in the "Command" field to run the document.
- Type an "F" in the "Command" field to finish the document.

Repeat these steps for each OS document.